



**CONTRACTS AND CONCESSIONS COMMITTEE
of the PARKS AND RECREATION BOARD**

Tuesday, November 13, 2018 - 12:00 p.m.

Britton, Durst, Howard and Spence Building
1183 Chestnut Ave.,
Austin, Texas

MINUTES

A. CALL TO ORDER

Committee Member Luca called the meeting to order at 12:07 p.m.

Committee Members in Attendance:

Michael Casias; Richard DePalma; Francoise Luca
Jane Rivera—ex officio

Committee Members Absent:

Romteen Farasat
Dawn Lewis—Chair

B. APPROVAL OF MINUTES

- 1. Approve the minutes of the regular meeting of the Contracts and Concessions Committee of September 11, 2018.**

Committee Member Casias made a motion to approve the minutes of Contracts and Concessions Committee regular meeting of September 11, 2018. Committee Member DePalma seconded the motion. The motion carried on a vote of 3-0 with Chair Lewis and Committee Member Farasat absent.

C. CITIZEN COMMUNICATION

None.

D. NEW BUSINESS: DISCUSSION AND POSSIBLE ACTION ITEMS

- 2. Make a recommendation to the Parks and Recreation Board to accept the Annual Concession Report that provides an overview of the performance and other issues regarding the concessions located within Town Lake Park**

Samuel Hernandez, Contract Management Specialist VI, Idella Wilson, Contract Management Specialist VI, and Patricia Rossett, Contract Management Supervisor, Parks and Recreation Department delivered

a presentation with the annual concession report and answered Committee Members' questions.

Committee members requested some changes and additional data be incorporated into the report.

Committee Member DePalma made a motion to recommend to the Parks and Recreation Board to accept the Report with recommended edits made by the Committee along with additional recommendation for 2019 Report with following changes:

- Comprehensive contract and concession report including: one year strategic plan to increase concessions at all park facilities, reports on expenditures and revenue on all concessions outside Lady Bird (Town) Lake, and the joint report required under 1-1-73

Committee Member Casias seconded the motion. Motion carried on a vote of 3-0 with Committee Chair Lewis and Committee Member Farasat absent.

3. Approve 2019 Meeting Schedule

Vera Labriola, Business Process Specialist, Parks and Recreation Department, introduced the proposed 2019 Committee meeting schedule.

Committee Member Rich DePalma moved to change the March 2019 meeting to March 19th (due to Spring Break) and approve the proposed 2019 Committee meeting schedule as amended. Committee Member Luca seconded the motion. Motion carried on a vote of 3-0 with Committee Chair Lewis and Committee Member Farasat absent.

E. CONTRACT REPORT

Contract Management staff delivered their Contract Report and answered Committee Members' questions.

F. FUTURE ITEMS

None.

G. ADJOURNMENT

Committee Member Luca adjourned the meeting at 1:08 p.m.